

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 13

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/13/2016		2. CONTRACT NO (If any) EP-W-14-020		6. SHIP TO	
3. ORDER NO 0082		4. REQUISITION/REFERENCE NO PR-R7-16-00431		a. NAME OF CONSIGNEE Rebecca Dils	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
7. TO FLORIDA HENDRICKS				c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				e. ZIP CODE 20460	
b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 4300 FAIR LAKES COURT				8. TYPE OF ORDER	
d. CITY FAIRFAX				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
e. STATE VA				f. ZIP CODE 220334232	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. FOB POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO		15. DELIVER TO FOB POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The purpose of this Order is to procure the services of SRA to perform the duties as outlined in the Volunteer Wetlands Restoration: User Centre Design Tactics to Enhance EPA Leadership Role Statement of Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO						
a. NAME RTP Finance Center				\$3,000.00		
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Patrice L. Cunningham TITLE: CONTRACTING/ORDERING OFFICER		

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OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(n)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER
10/13/2016

CONTRACT NO
EP-W-14-020

ORDER NO.
0082

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Work. A Cost Estimate and Work Plan is due to EPA within ten business days from the date of this Order.</p> <p>TOCOR: Rebecca Dils Max Expire Date: 10/31/2017</p> <p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Period of Performance: 10/13/2016 to 10/31/2017</p> <p>Task Order Funding</p> <p>Accounting Info: 16-17-B-07KB-202BE2-2505-1607K26003-00 1 BFY: 16 EFY: 17 Fund: B Budget Org: 07KB Program (PRC): 202BE2 Budget (BOC): 2505 DCN - Line ID: 1607K26003-001 Funding Flag: Partial Funded: \$3,000.00</p>				3,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$3,000.00

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OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(h)

Contract EP-W14-020
Volunteer Wetlands Restoration: User Centre Design Tactics to
Enhance EPA Leadership Role

Task Order #

ABSTRACT: EPA currently reports wetland restoration acreage gains in the Agency's current Strategic Plan. To date, those acreage numbers are derived from various EPA programs including: 319 program, National Estuary Partnerships, and Five-star restoration program. EPA has initiated plans to develop and promote wide use of more detailed, technical assessments of wetlands and adopt science-based approaches to voluntary wetland restoration and protection. The goal of this effort is for EPA to engage the science community, states, locals and organizations that work with landowners to increase wetland acreage gains and stimulate higher-quality, sustainable wetland restoration efforts. This is a large effort with numerous Agency deadlines to consider throughout the overall process. The outcome of the project is to reach agreement on communication strategies, user based design tactics and technical assistance priorities based on wide range of stakeholder input. The Office of Water, Office of Wetlands, Oceans and Watersheds is funding this project. The statute involved is the primarily the CWA sections 404, 401 and 319. The process will be based out of Washington DC EPA HQ with outreach to numerous group and states outside of the Washington DC area.

I. BACKGROUND

As part of the CWA responsibilities, EPA currently reports wetland restoration acreage gains in the Agency's current Strategic Plan. To date those acreage numbers are derived from various EPA programs including: section 319 program, National Estuary Partnerships, and Five-star restoration program. This project relates to the implementation of those program and strategic goals and supporting the CWA section 404 programs. The primary focus of this project relates directly to the Agency's requirements to support wetland restoration and enhancing the states role in supporting these types of programs. The regulatory issues surrounding voluntary restoration have been controversial and numerous lawsuits have driven Agency policies and regulatory definitions. This has created confusion and lack of understanding in the voluntary restoration community. Both regulatory and non-regulatory activities under section 404 and other components of the CWA are the main agency activities that support the no net lose and net gain goals (acres of wetlands) in the EPA GPRA commitments.

- The parties involved in the project include EPA regional offices, federal agencies, a subset of state wetland managers, association state wetland managers, national land trust organizations, and local floodplain managers, planners, and restoration practitioners.

Attachment A: list organizations

One deadline is the publication of the National Wetland and Condition Assessment (NWCA) in response to a specific congressional requirement that EPA conduct a series of National Aquatic Resource Surveys (NARs). This new study is conducted every three years and 2017 will be a transitional year in which the Agency is required to publish data for use by practitioners and begin the next survey. The NWCA data and science approach to monitoring wetlands can directly influence where and how on-the-ground voluntary wetland restoration

occurs and can contribute to the long-term sustainability of those efforts. EPA needs a refined approach to communication with volunteer wetlands restoration in a timely manner for the results to be used effectively. Phase I of promoting the NWCA data use Agency deadline is December 2016. Phase II of data collection and data use is June 2017, December 2017.

Through previous contracts, EPA has developed external and internal stakeholder maps that outline the potential for technical information exchange between various technical experts, governmental organizations, state and local wetland managers, and practitioners to incorporate EPA science and data into volunteer wetland restoration and protection efforts. EPA is obliged to work with the regional practitioners and voluntary wetland organizations goals, however, OWOW hopes to provide universal access by these groups so that EPA science can be integrated into overall restoration priority setting, restoration, and stewardship activities.

Steps for the Voluntary Wetland Restoration Enhancement are as follows:

- EPA senior leadership will be involved in decision making session as it relates to prioritization of tactics to be implemented to improve restoration communication and data accessibility
- NWCA Data Use for Restoration Practitioners - Phase I: December 2016.
- EPA plans to provide training and technical seminars of NWCA findings to the volunteer wetland restoration practitioners at least 3 training sessions in March 2017, July 2017, October 2017.
- EPA will support pilots and approaches to target federal programs to facilitate NWCA Data use targeting FEMA, NRCS, and NOAA.
- An expected outcome would be specific agreement with relevant federal agencies to partner on technical information and programs, including joint statements of purpose for restored wetlands in watershed/floodplain management, wildlife habitat and improved water quality e.g., Wetland restorations' role in flood intentuation and joints implementation of floodplain protection with FEMA
- The assumption of this project is that the information will be based on user center design and previously as well current stakeholder input.
- EPAs schedule is driven by the training session and reporting cycles mentioned above. The majority of this work will occur in Washington DC based on stakeholder input and regional input
- The ideal outcome of this project will be coordinated official agreement on the value of enhanced wetland restoration and the use of NWCA data in volunteer wetland wetland restoration. And agreed upon technical guidance on integration of to programs as it related to on-the-ground restoration. EPA would like to improve its' leadership role for restoration information disseminations and technical best practices for improved Water Quality Goals. Accomplish improvement on wetland restoration stakeholder/practitioners' ability to improve wetland restoration techniques to achieve CWA water quality goals

References for more information:

<https://www.epa.gov/wetlands/what-enhancing-state-and-tribal-programs-effort>
<http://water.epa.gov/type/wetlands/assessment/survey/index.cfm>

II. SCOPE OF WORK - TASKS

ASSUMPTIONS:

Refinement of Stakeholder Engagements Meeting audience design needs -

Approximately 5-10 (Internal and external) meetings in-person, calls or on-line
- Meetings will occur in sequential sequence over the 1-year period/both formal and informal facilitation will be employed

- 12 hours for each meeting

- Washington DC in-person meetings

- 4-10 parties/organizations/participants of meetings

Implementation of communication strategies User centered design messaging

- Content Development and Web Design (agreements reports design)

Recommendations for Long-term Branding & Messaging

- Contractor will develop a communication strategies/tactics, implementation processes that incorporate feedback and utilize the previously provided stakeholder assessments and on going messaging and maintenance (agreements reports products)

A. Preliminary Work

1. The Contractor shall select a senior expert in user centered design and dispute resolution professional(s) to act as convener(s) and facilitator(s), technical and communication specialties support for this project in consultation with the Project Officer (PO) and Task Order Contracting Officer Representative (TOCOR). The dispute resolution professional shall have the following experience, skills, knowledge or educational background:

- Experience in using audience mapping results assessments and implementation strategies base on assessments
 - Communication services to develop and refine audience engagement
 - Information collection and previous experience with implementation of inter-governmental, user-centered design and Federal web/digital communications
 - Stakeholder engagement on development of a user-centered action plan/implementation of technical communication tactics to address stakeholder input
 - Experience in transforming reports and agreements into PEA web compliant format and stakeholder friendly web content.
 - Environmental or technical communication skills and professional experience with managing stakeholder input on environmental topics and using science in decision making
 - Knowledge of environmental and natural resource social networking and stakeholder mapping issues: Preferred: previously worked within the field of communicating wetlands restoration/monitoring and wetland/wildlife conservation practices,
 - Experience, sensitivity, and knowledge in working with advocacy groups, wetland or wildlife practitioners and organizations, federal and state environmental agencies.
 - Web-based training and federal communication tools, federal awards programs, e-meeting capabilities, and collaboration software are desirable
 - Ability to facilitate parties at the executive level
 - Preferred: Experience with the ESTP and CWA as it pertains to Voluntary Wetland Restoration
2. The contractor shall meet with the EPA PO and TOCOR and members of the team to discuss substantive and procedural issues and define potentially involved interests and parties. The contractor shall consult appropriate rosters of facilitators and user design

experts and select appropriately. At these regular meetings the government representatives shall provide more detailed information with regard to the goals and outcomes expected of the process and support of the tactics and implementation strategies. Include a list of issues to be addressed through the process and implementation strategy.

3. The contractor shall submit a work plan in accordance with the requirements of this contract. The work plan shall include:
 - Procedures for substitution of labour categories in the event of temporary or permanent personnel changes.
 - Outline quality assurance/quality control procedures for deliverables.
 - Information on Conflict of Interest checks for the proposed provider.
 - Budget information by option period in projects that will be phased over a longer period of performance.
4. The prime contractor shall be responsible for oversight of deliverables on this Task Order and shall be responsible for transmission of monthly reports and invoices as required by the contract. No monthly report will be required in months with no substantive work.
- B. Implementation of Stakeholder tactics based on Stakeholder Assessment Activities
 1. In consultation with the EPA TOCOR, the contractor shall meet with or call EPA staff involved in the project to discuss in more detail what EPA perceives are the incentives, frustrations, obstacles or barriers to implementing actions and tactics that will help EPA achieve the goal of the project, what processes are going well, the technical or substantive issues involved in the project from EPA's perspective, other parties potentially involved in the project and the public participation efforts or consultation efforts already underway.
 2. In consultation with the EPA TOCOR, the contractor shall identify and contact affected potential parties, federal agency project managers, PA decision makers to discuss the goals, purpose and links to the decisions of the proposed implementation plan/tactics the technical or substantive issues associated with stakeholder input.

The contractor shall contact parties identified by the EPA TOCOR as "key parties" first. If no barriers to a consultative process to implement the stakeholder action plan are identified, the contractor shall proceed to contact all potential parties.

4. The contractor shall provide verbal or email reports weekly to the TOCOR on the general progress of the implementation of the stakeholder assessment effort and implementation plan.
5. The contractor shall debrief the EPA TOCOR, PO and EPA team on his/her findings and shall discuss a range of action items/tactic options designed to improve the chances that the tactics will be implemented and completed in a timely manner.
6. After this debriefing, the contractor shall prepare a draft written report (Situation Assessment or Convening Report) summarizing the process options, the pros and cons of the options, the parties who were interviewed, the parties or organizations who should be involved, the issues that should be discussed, time frames and schedule and generalized cost estimates for each option. Upon receipt of comment, the

contractor shall prepare and submit a final written report and distribute it as needed to parties who were interviewed.

7. If a consultative process is recommended and the EPA TOCOR decides to proceed, the contractor shall assist them in contacting potential parties to obtain commitments to participate in the consultative effort.
8. As a part of the assessment effort, the contractor may arrange for and facilitate an initial organizational meeting of the parties to discuss the form of the dialogue process and the parties to be involved, to get public commitments to go forward from each of the parties, discuss the issues involved, and/or the ground rules for the process.
9. If the Agency and the parties identify the need for a facilitator and express a desire to participate in the process of identifying qualifications and possible facilitators, the contractor shall contact the parties for the project and elicit a list of appropriate experience, education, abilities and knowledge qualifications for appropriate facilitators and any potential names for qualified facilitators. The contractor shall consult appropriate rosters of facilitators or mediators, including the US IECR Roster of Dispute Resolution Professionals (www.ecr.gov) and provide to all of the parties a list of mediators who meet the qualifications set by the parties. The contractor shall conduct discussions with the parties to obtain their input regarding the qualifications of the facilitators and their ranking of the appropriateness of the facilitators. Once the contractor has obtained this input, the contractor shall select a facilitator appropriate to the project who is acceptable to the parties. The contractor who conducted the assessment shall brief the contractor selected for facilitation of the project.

C: Facilitation

This Phase will implement the design of the consultation process as accepted by the EPA TOCOR and PO based upon the Final Convening Report recommendations.

1. The contractor shall meet with the EPA TOCOR, EPA leadership and stakeholder representatives to discuss the design and schedule for the collaborative process.
2. If recommended and accepted, the contractor shall conduct a summary brief that outline the previous collaboration consensus-building processes.
3. The contractor shall propose an initial draft of operational ground rules / operating procedures for the project. At the initial meetings, the contractor shall assist the group in further developing and refining the ground rules or operating procedures of the group and shall distribute these to the participants.
4. The contractor shall provide a draft agenda and core documents for discussion to the TOCOR for each meeting. The contractor may consult EPA and all relevant parties in preparing a draft agenda/core documents. Upon receipt and incorporation of PO and TOCOR comment, the contractor shall distribute the final agenda/core documents to the TOCOR, committee members and other participants.

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The

contractor shall keep confidential that information which parties specify as confidential.

5. The contractor shall facilitate all workgroups, conference calls or web communications meetings. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible-- towards the goal of the process. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**
6. The contractor shall provide draft meeting summaries/technical agreements to the EPA TOCOR, and the participants. Upon receipt and incorporation of comment, the facilitator shall distribute final meeting summaries to the EPA TOCOR, other participants per the process ground rules.
7. The contractor shall provide subject matter experts in the field of voluntary wetland restoration, wetland science and specialized science communication techniques under procedures described in the base contract for approval of subcontractors and consultants as needed. The subject matter experts shall perform the following tasks under the specific supervision of the TOCOR and the general direction of the committee: - Analysis of basic best practices for restoring key wetland functions i.e., Flood Control, wildlife habitat, meeting CWA goals.
9. The contractor shall provide or arrange for the participation of subject matter specialists, panellists or presenters necessary to the goal of the project.
10. The contractor shall furnish a draft final report of the effort to the PO (one copy) and TOCOR (one copy). The final report may be submitted in electronic format if the TOCOR agrees. The contents shall include:
 - (a) A two page executive summary of the project including the background, the issues discussed, the resolutions of the issues, the parties involved and follow-up activities to be accomplished. The contractor shall include any graphics or photographs that are useful in describing the activities of the participants or the accomplishments of the group.
 - (b) A half page public statement of the background and accomplishments of the committee derived from the information above.
 - (c) Copies of or references to web url locations for documents compiled by or agreed upon by the group (ground rules, agreements, core technical documents statements, fact sheets, etc.);
 - (d) Mailing list for the committee and alternates and public observers or interested parties;
 - (f) A process reflection by the facilitator summarizing results of the effort, analysis of issues and balance of parties, procedural lessons learned, and

recommendation for improvements in the process. The contractor shall include a description of what the facilitator did as facilitator to contribute to the success of the project.

The PO and TOCOR will review the draft final reports and provide comments and revisions as necessary. The contractor will prepare the final report incorporating their comments and revisions. The contractor shall provide 1 copy of the final report to the Project Officer, 1 copy to the Task Order Project Officer, and one copy to each party involved in the process as a member or observer.

11. As directed by the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.
12. The service provider shall participate in EPA CPRC's case evaluation process upon request of CPRC's Director by completing the mediator evaluation form and returning it as requested.

III. WORK APPROACH

A. ADR and Public Participation Best Practices:

The Contractor shall approach this task in accordance with terms of the basic contract and according to the established norms and ethical standards of ADR professionals. Based on EPA's evaluation of a large number of ADR cases, the Agency has determined that the following practices are significantly related to positive substantive, relational, and procedural outcomes from ADR cases. The contractor shall ensure that this direction is provided to ADR professionals providing services under this task order:

- Prior to the mediation or facilitation and throughout the process, the ADR professional shall inquire about whether individual participants have the time, financial, and logistical resources necessary to participate effectively in the process and -- where resources are inadequate -- assist them in identifying appropriate resources or in making necessary adjustments to the process to accommodate resource constraints.
- The ADR professional shall assist the participants in identifying the issues that are important to resolving any controversy and solutions that will address the needs shared by the participants.
- The ADR professional shall conduct the process to promote active engagement from all participants.
- The ADR professional shall explore with the participants appropriate ways to incorporate high quality and relevant information resources necessary to resolve the issues.
- To support productive dialogue and effective implementation of any agreements reached by the participants, the ADR professional shall ensure that participants have appropriate authority to make commitments on behalf of their organizations.

B. Ethical Codes of Conduct:

The Contractor shall ensure that ADR professionals serving as neutral third parties under this contract receive information about and perform in accordance with ethical codes applicable to the practice of dispute resolution professionals. Relevant examples of ethical codes include those adopted by:

- the American Arbitration Association, American Bar Association, Association for Conflict Resolution:
([http://www.aernet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05\(1\)\(1\).pdf](http://www.aernet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05(1)(1).pdf))
- the International Association of Facilitators: (<http://www.iaf-world.org/aboutiaf/CodeofEthics.aspx>)
- the International Association for Public Participation:
(<http://iap2.afiniscap.com/displaycommon.cfm?an=1&subarticlenbr=8>)

C. Confidentiality

All parties to this task order acknowledge that the confidentiality provisions of the Administrative Dispute Resolution Act, 5 U.S.C. Section 574 shall govern the contractor's alternative dispute resolution activities (if any) under this task order.

D. Contractor Representation

In gathering information or performing tasks with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA, not an EPA employee.

The Contractor shall provide input or make recommendations based on the information gathered, however, EPA will make decisions on all substantive issues. **THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.**

E. Status Notifications:

THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS. The Contractor shall also notify the TOPO when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

F. Task Order Procedures, Constraints and Disclaimers

If out of town travel is required to accomplish the tasks under this task order, the contractor shall obtain advance approval for that trip and its costs in writing from the TOCOR, ATOCOR and/or the PO. To the extent possible, the contractor's per diem costs shall be within allowable limits set by GSA.

This task order is not funded by multiple appropriations. This task order does not provide for training of contractor personnel, provision of Government Furnished Property or Accountable Personal Property, leased items or property or IT products or services. The SOW does not include any tasks that are inherently governmental in nature or provide personal services. The SOW does not anticipate transferring or developing Confidential Business Information

or Personally Identifiable Information to the contractor. This project will not involve collection of environmental data and so is not subject to needing an EPA Quality Assurance Plan. Printing shall be in accordance with limitations of the contract. This project does not involve the service provider conducting surveys, data collection or questionnaires.

Development of communications products as a result of activities on this task order will be in compliance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found at [HTTP://www.epa.gov/productreview/guide/index.html](http://www.epa.gov/productreview/guide/index.html).

The Contractor is directed to conduct Conflict of Interest checks and provide this information as a part of the Work Plan for TOCOR review and CO approval.

IV. REPORTS AND DELIVERABLES

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below. The schedule will evolve around 6 meetings/1 every two months and 6-10 calls and on-line communications.

Copies of all reports, core documents, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the PO and the TOCOR listed below. If oral briefings are scheduled for EPA staff, the PO shall be notified in time to attend.

All reports will be transformed into EPA web compliant and stakeholder friendly web content.

All reports shall be provided first in draft form. Upon receipt of comment from the EPA PO and TOCOR, the contractor shall revise the report and distribute final copies as stated in the Scope of Work.

Submission dates for Transmittals may be changed via written Technical Direction from the TOCOR. Submission dates for Deliverables may only be changed via modification issued by the Contracting Officer.

Schedule:

Item:	Due No Later Than:	Type:
Internal meeting with EPA leadership	30 days from T.O.	Transmittal
Work Plan	60 days from T.O. issuance	Deliverable
Written Options Report or		
Communication Tactics Priorities Report	60 days from T.O. issuance	
		Deliverable

Draft core documents for social media	3 weeks before meeting Transmittal
Draft meeting agenda	2 weeks before meeting Transmittal
Final Meetings Agenda	1 week before meeting Transmittal
Meetings Handouts	Per TOCOR direction Transmittal
Draft Meetings Summary	2 weeks after meeting Transmittal
Final Meetings Summary	2 weeks after receipt of comment Transmittal
Group working documents	Per TOCOR direction Transmittal
Other project documents in web format	Per TOCOR direction Transmittal
Draft final report in web format	3 weeks before end of PoP Transmittal
Final final report in web format	1 week before end of PoP Deliverable
Case/Project debrief	1 week before end of the PoP Transmittal

V. EPA CONTACTS

EPA Task Order Contracting Officer Representative (TOCOR):

Name: Rebecca Dils

Mailing Address: Environmental Protection Agency EPA West 7th floor
1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

dils.rebecca@epa.gov or EPA West 7th floor

Phone: 202-566-1378, or 301-219-0744

Alternate TOCOR:

Name: Laura Bachle

Phone: 202-566-2468

Mailing Address: Environmental Protection Agency EPA West 7th Floor
1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

Bachle.Laura@epa.gov or EPA West 7th Floor

Supervisor of TOCOR:

Name: Michael McDavit

Mailing Address: Environmental Protection Agency EPA west 7th Floor
1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

medavit.michael@epa.gov

Phone: 202-566-1457

EPA Project Officer:

Deborah Dalton/Terry Fenton

Conflict Prevention and Resolution Center (MC-2388A)

Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

Phone: (202) 564-2913/202-564-2090 Fax: (202) 501-1715

dalton.deborah@epa.gov / fenton.terry@epa.gov

CPRC contact for this task order *(if any, name of person in CPRC who is involved in project)*

Name:

Conflict Prevention and Resolution Center (MC-2388A)

Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

Phone: (202) 564- Fax: (202) 501-1715

Email:

VI. PERIOD OF PERFORMANCE

The period of performance of this task order shall be until October 31, 2017 .

VII. LIST OF ATTACHMENTS

Attachment a: Potential stakeholder/audiences/organizations

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		11/15/2016		See Schedule	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD		HPOD			
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO	
SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232					
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-14-020	
				0082	
				10B. DATED (SEE ITEM 13)	
				10/13/2016	
CODE		FACILITY CODE			
097779698					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$82,025.00
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF.
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698

The purpose of this modification is to approve the Work Plan and Cost Estimate that was submitted by the contractor on 10-27 and accepted by the Task Order COTR on 11-7.

This modification increases the ceiling of this Order by \$124,251.62 which brings the total estimated cost from \$3,000.00 and sets the ceiling to \$127,251.62.

This modification also provides incremental funds in the amount of \$82,025 which brings the total obligated amount from \$3,000 to \$85,025.

TOCOR: Rebecca Dils Max Expire Date: 10/31/2017

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	15D. UNITED STATES OF AMERICA	16C. DATE SIGNED
			11/15/2016
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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2 3NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Funding Only Action Total Amount for this Modification: \$124,251.62 New Total Amount for this Version: \$127,251.62 New Total Amount for this Award: \$127,251.62 Obligated Amount for this Modification: \$82,025.00 New Total Obligated Amount for this Award: \$85,025.00 Incremental Funded Amount changed: from \$3,000.00 to \$85,025.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$3,000.00 to \$127,251.62 Obligated Amount for this modification: \$82,025.00 Incremental Funded Amount changed from \$3,000.00 to \$85,025.00</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$3,000.00 to \$127,251.62</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-87EJ-202BD4X22-2505-1687JE6005-001 Beginning Fiscal Year 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 87EJ Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1687JE6005-001 Quantity: 0 Amount: \$60,500.00 Percent: 47.5436 Subject To Funding: N Payment Address:</p> <p>CHANGES FOR ACCOUNTING CODE: 16-17-B-07KB-202BE2-2505-1607K26003-001 Amount changed from \$3,000.00 to \$24,525.00 Percent changed from 0 to 19.27284</p> <p>Delivery Location Code: HPOD Rebecca Dils US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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3 3NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 10/13/2016 to 10/31/2017				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 10/30/2017		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 22034232		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 097779698 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0082		10B. DATED (SEE ITEM 13) 10/13/2016	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment, (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.249-14

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698

The purpose of this modification is to extend the period of performance to March 31, 2018 at no additional cost to the Government.

TOCOR: Rebecca Dils Max Expire Date: 03/31/2018

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 31-OCT-17 to 31-MAR-18

Total Amount for this Modification: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Patrice L. Cunningham		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	15D. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/30/2017

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: \$0.00</p> <p>New Total Amount for this Award: \$127,251.62</p> <p>Maximum Potential Expiration Date changed to : 03/31/2018</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 10/13/2016 to 03/31/2018</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 03/29/2018		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0082 10B. DATED (SEE ITEM 13) 10/13/2016	
CODE 097779698		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.249-14

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698

The purpose of this modification is to extend the period of performance to June 30, 2018 at no additional cost to the Government.

TOCOR: Rebecca Dils Max Expire Date: 06/30/2018

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Period Of Performance End Date changed from 31-MAR-18 to 30-JUN-18

Maximum Potential Expiration Date changed to : 06/30/2018

Type of Bridge Vehicle* (See Help Text for more info) changed to : N

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 03/29/2018
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 10/13/2016 to 06/30/2018				